

## STEWARDSHIP REQUEST SUBMITTAL

### CHECKLIST

- ☐ **Funded Purchase Requisition in IDEAS.** (Amount of funds required is the difference between the estimated amounts of services less the estimated credit to be gained by the Government for the goods.)
- ☐ **Complete Performance Based Statement of Work** (use the template furnished to arrive at your particular specifications and be sure to include any referenced maps, etc.)
- ☐ **Evaluation Criteria** (Review the criteria in the template furnished for applicability.)
- ☐ **Statement that either:** **1)** The list of contractors on the current Fuels Reduction IDIQ contract for the State concerned will be adequate for competition, or **2)** there are firms other than those on the State IDIQ contract list that you wish solicited. (Include complete names and address.)
- ☐ **Government Cost Estimate** (Complete the schedule contained in Part I, Section B, Supplies, or Services and Prices/Costs for this document. This shall include the estimated amounts of both the Services and Anticipated Government Credits for Goods.)
- ☐ **Signed copy of NEPA Documentation.**